

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
817**

**RE-ENTRY PROGRAM**

**Supersedes:** AR 817 (06/17/12) and AR 817 (Temporary, 05/01/13)  
**Effective Date:** 10/15/13

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

The designated Deputy Director is responsible for approving and monitoring all facets of the Departmental Re-Entry Program.

The Wardens of designated institutions and the Re-Entry Coordinator will be responsible for managing and overseeing the implementation of the Program.

The Re-Entry Administrator will report directly to the designated Deputy Director. The position will be responsible for daily operation of the Re-Entry Program, including direct staff supervision, within all institutions of the Nevada Department of Corrections

**817.01 RE-ENTRY PROGRAM**

1. NDOC will strive to provide offenders with a re-entry program designed to successfully transition into society through planning and training for the inmates' transition to the community.
2. Inmates must be within 18 months of probable release to participate in this program.
3. Re-Entry staff will collect and prepare data, including but not limited to, the information listed in AR 817.01.5, for monthly reports to the State Wide Re-Entry Coordinator. That data will be compiled and forwarded to the Warden of each institution, as well as to the Director and Deputy Directors.

4. Correctional Casework Specialists (CCS) and Program Officers (PO) will accomplish the following:

A. Identify offenders within 18 months of projected expiration date (PED).

B. Upon assignment the Warden's designee, at facilities without a re-entry Program Officer will assist with programs such as:

- (1) life skills
- (2) risk and needs assessments
- (3) job readiness
- (4) housing assistance
- (5) vocational training
- (6) assignment to an education program where available to help obtain their GED or High School Diploma
- (7) Submit forms to obtain their birth certificate and social security cards
- (8) File paperwork to apply for Social Security Disability benefits

5. Reentry Staff duties include the preparation or collection of the following information:

A. The Department approved Risk/Needs assessments of all offenders participating in the pre-release units.

B. Individual release and discharge planning for the offender to successfully transition into society.

C. Life Skills, Resource, and Personal development.

D. Development and oversight of programs to assist offenders upon release.

E. Enlist community support/resources in offender Re-entry and reintegration.

F. Assist in grant identification, writing, development, submission and tracking.

G. Develop and distribute a comprehensive statewide community resource informational packet.

H. Assist with obtaining social security card, birth certificate or other documents as needed.

I. Enter notes and information in NOTIS as required and ensure placement of authorized documents in inmate's I-file.

J. Any other items or materials identified as assisting the inmate with Re-entry services or placement.

## **817.02 MONTHLY PROGRAM REPORTS**

1. Re-entry staff will provide monthly activity reports to the State Wide Re-entry Administrator and his/her Administrative Assistant who will forward the information to the Deputy Directors including, but not limited to, the number of participants, number of completions year to date and number of hours each class or program was provided using DOC Form 3505, Monthly Program Reports.

## **817.03 DESIGNATED RE-ENTRY UNITS**

1. The NDOC has established re-entry units at Southern Desert Correctional Center, Florence McClure Women's Correctional Center, Northern Nevada Correctional Center, Northern Nevada Restitution Center and Casa Grande Transitional Housing. Services are also available to inmates at Three Lakes Valley Conservation Camp and trainee's at Three Lakes Valley Boot Camp. Re-Entry also has Program Officers located at High Desert State Prison, Warm Springs Correctional Center and provides services to inmates at these facilities.

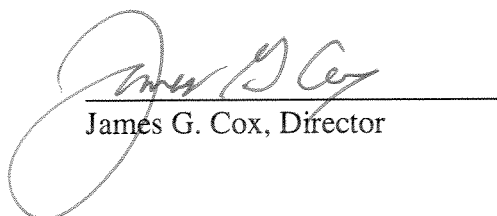
2. Re-Entry has established relationships with Lovelock Correctional Center, Ely State Prison and all their respective Conservation Camps and will provide guidance, materials and equipment where needed to provide re-entry services to their inmate populations. The Warden will designate a re-entry coordinator in their facility to monitor and administer re-entry programming.

3. The staff, will visit the facilities without established re-entry units on a rotating basis. The service coordinated with the Administrative staff will maximize the use of time to provide services to the inmate population who meet the established criteria for re-entry services. While not a full time service these visits will set a foundation for future visits and re-entry assistance prior to the inmates release from custody.

## **APPLICABILITY**

1. This AR requires an Operational Procedure at each Institution/Facility.

2. This AR requires an audit.

  
James G. Cox, Director

  
Date